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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Investigative Supervisor, RX Drug Abuse **Medicaid Fraud Control Unit – Castleton**

Summary:

The Investigative Supervisor assists investigators in referring cases for prosecution to county prosecutors and the United States Attorney's office. Supervises health care RX Drug Abuse investigators, focusing on allegations of overprescribing.

Essential Duties and Responsibilities relating to the supervision of and RX Drug investigations:

- Supervises the work and responsibilities of investigators who conduct RX Drug investigations.
- Reviews pertinent decisions, policies, regulations, and other matters pertaining to investigations and civil and criminal cases. Seeks legal advice when appropriate.
- Supervises the gathering and analysis of evidence, reviews and conducts interviews witnesses, and correlates findings with assigned investigators.
- Travel as the assignment of duties may necessitate, usually consisting of frequent trips totaling more than 1000 miles per month, for the following purposes:
 - To supervise the conduct of investigations at the business and homes of Medicaid providers and at the home locations of Medicaid recipients and people in board and care facilities. Travel to these locations will sometimes require the operation of a vehicle in unanticipated conditions, including mild off-road conditions.
 - To travel to state offices, jails, police departments, sheriff's departments, courthouses and satellite offices of the MFCU unit.
 - To businesses contracting with healthcare providers, and other locations as may be necessary for the purpose of obtaining documents, statements, and other evidence relevant to an investigation.
 - To travel surveillance locations to supervise and assist with surveillance from a vehicle for extended periods of time in all types of weather and at all times of day or night.
 - To travel to supervise the execution of search warrants and evidence during and beyond normal duty hours, and to transport storage boxes and document scanners, as may be required.

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical – Synthesizes complex or diverse information: Collects and researches data.
- Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.
- Project Management – Develops project plans; Coordinates projects; Completes projects on time and within budget.
- Technical Skills – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

- Customer Service – Maintains an objective of service to the agencies constituting the unit's "customers". Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Interpersonal – Focuses on solving conflict, not blaming; Maintains confidentiality.
- Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in and leads meetings.
- Team Work – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of team members.
- Written Communication – Writes clearly and informatively; Presents numerical data effectively; Able to interpret written information.
- Delegation – Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- Leadership – Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Inspires respect and trust; Accepts feedback from others; Provides vision and inspiration to peers and subordinates; Gives appropriate recognition to others; Displays passion and optimism; Mobilizes others to fulfill the vision.
- Managing People – Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.
- Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Cost Consciousness – Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.
- Diversity – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- Ethics – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Judgment – Displays willingness to make decisions; Exhibits sound and competent judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation – Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism – Approaches others in tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.
- Quantity – Meets productivity standards; Completes work in a timely manner; Strives to increase productivity; Works quickly.
- Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience** – B.A. or 10+ years law enforcement experience. (MFCU experience / prosecution experience applicable)
- **Language Ability** – Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management.
- **Reasoning Ability** – Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
- **Computer Skills** – To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software;

Supervisory Responsibilities

Directly supervises team employees in either a regional or main office. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, participating in the hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Positions supervised may include senior and junior auditors and investigators, and/or paralegals, investigative clerks, and administrative assistants. Other duties as assigned by superiors. The person attaining this position will not be required to report to the Castleton MFCU office every day.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk and sit. The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include: close vision.